

# **SECTION 7000**

t-7000-1

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7000	STATE SUPPLEMENT TO SSI
7010	Coverage
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## 7000 APPLICATION

All applications will be screened for eligibility for the State Supplement. To receive a State Supplement, the individual must be eligible for SSI or would be eligible except for income or citizenship.

Non-financial rules regarding basic eligibility requirements follow the SSI regulations for assignment of rights and residence. They are different than SSI rules on citizenship.

- I. Assignment of rights is described in Sections 1240, 1240.1, 1242, 1250 of this manual.
- II. Residency: the individual must be a resident of the State of Maine which is described in Section 1220 of this manual.
- III. Citizenship: Those who are eligible for full Medicaid benefits (as opposed to retroactive coverage of emergency services only) are eligible for a payment which equals a State Supplement and the full federal SSI benefit to which the individual would otherwise be entitled if SSI denies/closes coverage due to citizenship rules that were effective 8/96.

Those eligible for full Medicaid benefits are identified in Section 1210 as well as certain Disqualified Aliens in Section 1210.2.

If the individual is financially eligible for SSI, the individual must first apply for SSI and the State Supplement will be authorized when SSI notifies the Department that SSI payment will begin.

If the individual is not eligible for SSI but is eligible for a State Supplement payment only, this benefit will be authorized without a referral to SSI.

The "month of application" is the month an application is filed with SSI or, if eligible for a State Supplement only (no SSI) and no referral or application is made to SSI, the "month of application" is the month an application is filed with the Department.

## 7010 COVERAGE

- I. Payment
  - A. For those residing in Flat Rate Boarding Homes, Adult Foster Homes as well as those living alone/with others, the State Supplement benefit starts the month following the month of application or the month of eligibility, whichever is later.

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For example, if an individual applies for SSI in 6/97, the first month for which the SSI and State Supplement benefits are authorized will be 7/97.

NOTE: Medicaid coverage starts the month of application up to three (3) months prior.

B. For Cost Reimbursed Boarding Homes and Adult Family Care Homes.

The State Supplement benefit is authorized by the Bureau of Family Independence effective with the first check issuance following the local office action to authorize coverage.

For example, if the State Supplement is being authorized on June 2nd, July will be the first month a check is issued.

If the State Supplement is being authorized on June 29, August will be the first month a check is issued.

Any prior State Supplement benefits to which the individual is entitled will be paid directly to the facility when the facility bills the Department.

Note: Medicaid coverage starts the month of application up to three (3) months prior.

II. Payment - Changes

- A. If an individual is receiving a State Supplement in one living arrangement and moves to a different arrangement, any increase in benefit will be made effective the month the individual is in the new living arrangement up to three months retroactive to the month the move is reported to the Department.

Any decrease in benefits will be made effective with the first check issued following the reported change. For example, the individual moves from a Cost Reimbursed Boarding Home to his own home and reports this on 7/2. The August State Supplement check will be reduced to \$10. If this had been reported on 7/20, the September check would be reduced to \$10.

- D. SSI will authorize State Supplement payments through March 31, 1996. This they will do until March 31, 1997. For example, an individual applies for SSI in 2/96 but is not granted until 1/97. SSI will authorize the State Supplement for 2/96 and 3/96. DHS will authorize the State Supplement starting in 4/96.

For SSI benefits authorized as of 4/1/97, DHS will authorize all retroactive benefits.

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## 7020 BENEFITS

The amount of the State Supplement benefit depends on an individual's living arrangement.

If an individual is eligible for part of a month, they are eligible for a full month benefit. No partial month benefits are authorized by the Bureau of Family Independence.

## CODE LIVING ARRANGEMENT

- A - Individuals in living arrangement A are living alone or with others. This includes an individual living with their ineligible spouse. It also includes minor children living with their parents. Individuals in this living arrangement receive a State Supplement benefit of \$10. For a couple, the benefit is \$7.50 per individual. This amount does not vary. If eligible for a State Supplement, the benefit amount is \$10/\$7.50.

If an individual in this living arrangement is eligible for a Living Allowance (see section 8000), the Living Allowance is a State Supplement. When the individual is getting SSI, the amount of the benefit is \$229 instead of \$10. When the individual gets a State Supplement only, the amount of the benefit is determined according to section 8000 instead of \$10.

- C - Individuals in this living arrangement are living in the household of another (see Section 3510(B) for definition). They receive a benefit of \$8. A couple receives \$6 per person. This benefit amount does not vary. If eligible for a State Supplement, the benefit amount is \$8/\$6.

If an individual in this living arrangement is eligible for a Living Allowance (see section 8000), the Living Allowance is a State Supplement. When the individual is getting SSI, the amount of the benefit is \$229 instead of \$8. When the individual gets a State Supplement only, the amount of the benefit is determined according to section 8000 instead of \$8.

- D - Living in an Adult Foster Home: These facilities are licensed by the State of Maine. The maximum benefit is \$49. If the individual is eligible for a Federal Benefit, the maximum is authorized. If the individual is over income for the Federal Benefit but under income for the State Supplement, the State Supplement will vary depending upon the individual's countable income.

- E - Living in a Flat Rate Boarding Home: These facilities are licensed by the State to provide care for up to 6 individuals. The maximum benefit for an individual is \$217. If the individual is eligible for a Federal Benefit, the maximum is authorized. If the individual is over income for the Federal Benefit but under income for the State Supplement, the State Supplement will vary depending upon the individual's countable income.

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- F - Living in an Adult Family Care Home: These facilities are licensed by the State to care for up to 5 people. The maximum State Supplement for individuals is \$219. If the individual is eligible for a Federal Benefit, the maximum is authorized. If the individual is over income for the Federal Benefit but under income for the State Supplement, the State Supplement will vary depending upon the individual's countable income.
- G - Living in a Cost Reimbursed Boarding Home. These facilities are licensed by the State to care for 7 or more individuals. The maximum State Supplement benefit for an individual in this living arrangement is \$219. If the individual is eligible for a Federal Benefit, the maximum is authorized. If the individual is over income for the Federal Benefit but under income for the State Supplement, the State Supplement will vary depending upon the individual's countable income.
- H - Living in a medical institution: Residing in a medical institution means that the individual is living there for more than 30 consecutive days and is expected to remain. The State Supplement for individuals in this living arrangement is \$10. For a couple, it is \$20. This amount does not vary.

For those in living arrangements A/C/H, the benefit amount is fixed. Once the individual is eligible for the State Supplement, they get the appropriate State Supplement benefit.

For living arrangements D/E/F/G, the amount of the State Supplement will vary with countable income when the individual is not eligible for the Federal Benefit. When is eligible for a Federal Benefit, the individual receives the maximum State Supplement amount.

## 7030 **FEDERAL BENEFIT CLOSINGS**

When the individual is receiving a State Supplement and SSI and the SSI is subsequently closed, the State Supplement payment will be ended unless the individual is eligible for a State Supplement only payment or the SSI closing is timely appealed with SSI and the individual meets all other eligibility rules.

## 7040 **Reserved**

## 7050 **CHECKS**

**GENERAL RULE:** When a recipient reports a check has been lost, stolen or destroyed prior to cashing, the agency has the responsibility to replace it with reasonable promptness. In the instances when there is reason to believe there has either been a forgery or duplicate checks have been received and cashed by the recipient, the following procedures have been established.

**I. Lost, Stolen or Destroyed**

- A. The worker checks the returned check list on or after the 8th of the month. If the check has been returned to Financial Services then the address is corrected on the computer and the request is made for remailing.
- B. If the name is not on the returned check list, the Worker does the following:
  - 1. Completes a SWIM-050 (Stop-Payment). The original is sent to Division of Financial Services. The copy is for the record.
  - 2. Completes a SWIM-051 (Application for a Duplicate Check). The original is sent to Division of Financial Services. The copy is for the record.

**NOTE:** Both the SWIM-050 and the 051 are sent to Financial Services together.

**II. Forgeries**

When the photocopy of the original check is sent to the worker, the Worker has to meet face-to-face with the recipient or Representative Payee to determine whether or not the signature is theirs. If the recipient or Representative Payee states it is not, then a Forgery Affidavit will be completed (SWIM-052) and the original sent to SIRU with a copy to Division of Financial Services and a copy for the record. This initiates an investigation to determine who cashed the check.

If the recipient or Representative Payee agrees that the signature on the original check is theirs, the worker may refer for fraud.

**III. Exchanging a Check**

When a household presents a mutilated check which a bank refuses to cash, the worker will take the following steps:

- A. Complete a SWIM-050 (Stop Payment)
- B. Complete a SWIM-051 (Application for a Duplicate Check).
- C. Void the mutilated check.
- D. Forward the original forms and the mutilated check to the Division of Financial Services. A copy is retained for the record.

#### IV. Representative Payee

A Representative Payee for an SSI or SSA payment may be used for the State Supplement check.

If not receiving an SSI or SSA benefit, the State Supplement check may be received by other than the client if that person is the client's legal guardian, conservator or has power of attorney.